MDCH Resources

Other Helpful Resources

- **Medicaid Policy Information**
  Go to www.michigan.gov/mdch, click on Providers, Information for Medicaid Providers and then scroll down to:
  — Medicaid Policy
  — Medicaid Policy Bulletins
  — Third Party Liability

- **Medicaid General Information**
  — Go to www.michigan.gov/mdch, click on Providers, Information for Medicaid Providers, click on Michigan Medicaid Uniform Billing Project and then General Information.

- **Michigan Virtual University's HIPAA Primer**
  — Go to www.michigan.gov/mdch. Go to Providers, click on the right quick link HIPAA Implementation and then scroll down to HIPAA Primer at Michigan Virtual University.

- **HIPAA FAQs**
  — Go to www.michigan.gov/mdch. Go to Providers, click on the right quick link HIPAA Implementation and then scroll down to HIPAA Frequently Asked Questions.

- **mihealth.org**
  — your link to Michigan health resources
  Go to www.mihealth.org

Support Team

- AutomatedBilling@Michigan.gov for information and/or assistance in submitting electronic files via the DEG

- ProviderSupport@Michigan.gov or 1 800-292-2550 for questions and or information

- kunzj@michigan.gov for information and assistance in B2B testing

Michigan Department of Community Health

MDCH

Testing Instructions for HIPAA Transactions

Introduction

The Michigan Department of Community Health (MDCH) is ready to test your 837 transaction files now for Business-to-Business (B2B) compatibility. You should submit your test claims with the current codes until MDCH notifies you of any changes. MDCH began testing 837 v.4010 claim formats (Professional, Institutional, Dental) during the third quarter of 2002.

MDCH will begin testing the remaining HIPAA compliant transactions by April 2003. All MDCH electronic trading partners should be prepared to begin testing by this date.

Begin Testing Now
The key to a successful conversion is to get your claims in now for testing. MDCH is encouraging providers to conduct two stages of testing to assure HIPAA compliance. Stage one, Integrity Testing, assures your transaction files will be HIPAA compliant. Stage two, B2B Testing, assures that transactions between payer and provider systems are compatible.

After you have passed both testing stages, your practice will be ready to submit HIPAA compliant 837 v.4010 A1 claim transactions to MDCH, and MDCH will be ready to accept and process your transactions.

Convert to Industry Standards
Healthcare Providers are specifically named in the HIPAA law as a covered entity. As a covered entity it is your responsibility to convert all covered electronic data interchange to approved industry standard formats no later than October 16, 2003.

If you submit electronic claims directly to payers you must convert your system and assure its compliance. If you use a billing company or clearinghouse, you must assure that the claims they process on your behalf are compliant.

If your electronic claims are not compliant, they won't be processed and hence cannot be paid.

Create a Plan for Testing

Now is the time for all MDCH trading partners to assess HIPAA preparedness and establish an internal testing plan.

Your test plan should determine how your claims will be submitted to payers. You have two options: to submit claims directly, or hire a third party vendor (billing company, clearinghouse, practice management group, etc.) to submit claims on your behalf.

If you submit claims directly to payers:
1. Will you submit electronic claims using software purchased from a vendor?

   Or, will you prepare electronic claims internally and submit directly to payers? If so, are you already enrolled as an electronic biller with MDCH?

2. Do you know where to gather information needed to successfully test?

   Do you know how to assemble resource materials needed for successful testing?

3. Are your transactions syntactically correct?

4. Do you understand procedures for submitting files to the Data Exchange Gateway (DEG) and how to retrieve and understand file acknowledgements?

5. Are you familiar with output that will be generated through the test process?

If you use a third party vendor to submit claims:
1. Do you have a contract with a third party billing agent who will file HIPAA compliant transactions on your behalf?

   Or, will you utilize a clearinghouse for file submission?

2. Make sure your vendor successfully completes B2B testing with Medicaid and all of your other payers. Then, insist that your vendor submits a small sample of test claims on your behalf to assure that your claims are HIPAA compliant and can be paid.

3. Request your vendor supply you with a copy of the final B2B test results from each payer.

Integrity and B2B Testing

What is Integrity Testing?

Integrity Testing helps determine if your file format is HIPAA compliant, but it does NOT mean that your file meets all MDCH business rules.

It is your responsibility to test transactions independently prior to submission to MDCH. Integrity Testing can be done as frequently as needed until files are syntactically correct.

Tools available for Integrity Testing include:

- The Foresight – HIPAA Validator tool is available at no cost through a joint effort between MDCH and Blue Cross Blue Shield of Michigan. Access the service at www.bcbsm.com/providers/trans_test.shtml.

- Certification for HIPAA compliance is available through Claredi and can be purchased at www.claredi.com.

What is B2B Testing?

Business-to-Business (B2B) Testing is the process used by MDCH to ensure that trading partners can successfully transmit and receive electronic transactions, including processing of HIPAA compliant 837 transactions. B2B testing is recommended for all MDCH electronic trading partners.

MDCH is also performing B2B Testing for 837 Encounter Data required from health plans.

MDCH will soon be engaged in B2B Testing for all other HIPAA mandated transactions.

Before B2B Testing is initiated it is important that electronic billers become familiar with available resource documents needed for successful test transactions. This four-page flyer identifies the links to many of the available resources that should be utilized in the B2B Testing process.

Other helpful resources are available on the MDCH web site, www.michigan.gov/mdch in the "Providers" area.

B2B Testing Instructions

B2B Testing activities begin with the following transactions.

- 837 v. 4010 Institutional Claim
- 837 v. 4010 Dental Claim
- 837 v. 4010 Professional Claim
- 837 v. 4010 Encounter

Instructions for detailed testing information including the process and associated time frames can be found on the MDCH web site.

To access this page, please go to www.michigan.gov/mdch. Go to Providers, click on the right quick link HIPAA Implementation and then scroll down to HIPAA Testing and Certification.

Access this page directly at B2B Test Instructions.

Instructions to support B2B Testing of additional transactions will be posted on the MDCH web site once MDCH is ready to support B2B Testing of those transactions.

Additional Testing Information

Implementation Guides and Clarification Documents

Nationally published Implementation Guides should be used to prepare HIPAA compliant test transactions for submission to MDCH. Guides may be downloaded from www.wpc-edi.com/hipaa/hipaa_40.asp.

MDCH publishes Michigan Medicaid specific Data Clarification Documents to be used as a companion to the Implementation Guide. These documents must be used in preparation of test files.

To access this page on the MDCH web site, please go to www.michigan.gov/mdch. Go to Providers, click on the right quick link HIPAA Implementation and then scroll down to HIPAA Data Clarification Documents.

Access these pages directly at:

- Data Clarification for Institutional Claims v. 4010
- Data Clarification for Professional Claims v. 4010
- Data Clarification for Dental Claims v. 4010
- Data Clarification for Institutional Encounter v. 4010
- Data Clarification for Professional Encounter v. 4010
- Data Clarification for Dental Encounter v. 4010

Submitting and Retrieving Transactions

The MDCH Electronic Submissions Manual describes how to become an electronic biller and submit data electronically to MDCH via the Data Exchange Gateway (DEG). We recommend that you maintain a copy of this manual for future reference.

You can access the manual at www.michigan.gov/mdch. Go to Providers, click on the right quick link HIPAA Implementation and then scroll down to Sections of the MDCH Electronic Submissions Manual.

Access this page directly at MDCH Electronic Submissions Manual.

Supplemental Instructions for Pre-Paid Health Plans, Medicaid Health Plans and Special Health Plans

In addition to the documents referenced above, capitated providers should refer to the additional supplemental instructions for encounter reporting. (These documents are not to be used for fee-for-service B2B testing.)

A preliminary version of these documents was distributed to Pre-Paid Health Plans, Medicaid Health Plans and Special Health Plans during outreach and training programs conducted in 2002.

- Supplemental Instructions for 837 Encounter Data Submission—Medicaid Health Plans
- Supplemental Instructions for 837 Encounter and Quality Improvement Data Submission-Substance Abuse (for Substance Abuse Coordinating Agencies)
- Supplemental Instructions for 837 Encounter and Quality Improvement (QI) for Mental Health PHPs